

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Maintenance Technician I (154-1)
LOCATION: Craven County Health/Maintenance Department
HIRING RANGE: \$26,140 - \$27,390
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: March 14, 2016
DATE AVAILABLE: Immediately
CLOSING DATE: March 24, 2016

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide maintenance work in the Craven County Health Department.

ESSENTIAL JOB FUNCTIONS

Performs various custodial duties such as cleaning bathrooms, mopping and sweeping floors, and emptying trash receptacles. Assists in receiving and dispensing supplies. Performs general grounds keeping duties such as mowing grass, trimming shrubbery, raking leaves, shoveling snow, and general policing of assigned grounds. Drives County vehicle to various County buildings, bank and Post Office daily. Performs general carpentry work assisting in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, windows, screens and various other wooden articles. Performs general painting duties which include preparing surfaces and applying paint or stain. Performs general plumbing work to assist in installing fixtures, repairing leaks, and replacing valves and faulty fittings or sections in lines. Assists in the maintenance of various electrical systems to include replacing faulty switches, sockets, plugs, fuses, and insulators. Will have to respond occasionally to after-hour security or emergency building needs or help with emergency setup needs related to inclement weather.

KNOWLEDGE, SKILLS AND ABILITIES

Must have basic computer knowledge. Some knowledge of the standard practices, materials and equipment related to the plumbing, masonry, electrical, carpentry, painting, and related maintenance trades. Some knowledge of basic grounds keeping practices and procedures. Some knowledge of the occupational hazards and applicable safety requirements associated with general maintenance and construction work. Ability to interpret and work from sketches, layouts and blueprints. Ability to perform strenuous work under varying weather conditions. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, reaching, standing, walking, grasping, pushing, pulling, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school. Some experience in construction or building maintenance trades, or an equivalent combination of experience and training.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Steven Creel at 252-636-6613.

Craven County is an Equal Opportunity Affirmative Action Employer.

